

**INSTRUCTION**TextbooksA. Generally

Textbooks shall be adopted by the school board based on the recommendation of the superintendent.

B. Division-Wide Textbook Committee

This committee will be comprised of the Assistant Superintendent for Instruction, Director of Curriculum and Staff Development, Supervisor of Textbooks, Supervisor of Reading, seven (7) teachers (three elementary, two middle school and two high school) and an elementary, middle school and high school principal or their assistant. The teachers and administrators will be members of the subject area committees. The Assistant Superintendent for Instruction will chair this committee. The division-wide committee's recommendations shall be based on recommendations received from the subject area committees.

C. Subject Area Committees

## 1. K-8 Subject Area Committee

The subject area committee shall be comprised of one teacher representative from each elementary school with every grade level K-5 represented, two teachers from each middle school with each grade level represented, two special education teachers, one elementary and one from middle, two administrators, (one elementary and one middle) and two parents (one elementary and one middle). The committee shall be chaired by the subject area coordinating teacher.

## 2. 9-12 Subject Area Committee

This committee will be comprised of one administrator from each high school and no more than five (5) teachers from each high school. Two parents and two students from each high school will be on the committee. The subject area coordinating teacher will chair the committee.

## 3. The subject area committee's recommendation is based on the evaluation of textbook samples by individual teachers and administrators. Samples of a text shall be distributed by the instructional staff to the individual schools.

**INSTRUCTION**Textbooks (continued)**D. Procedures**

Teachers shall evaluate these samples following the criteria set forth on the textbook evaluation form and rate them accordingly. These evaluations shall be given to the teacher representative who will use them to make recommendations to the subject area committee.

To ensure continuity and proper sequence of programs, combined meetings of elementary and middle school committees and meetings between middle and high school committees should be scheduled when appropriate.

**SCHEDULE FOR TEXTBOOK ADOPTION**

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| October          | Guidelines and timeline established for textbook adoption   |
| October          | List of committee and sub-committee members presented to the school board for approval  |
| November         | Orientation meeting for committee members   |
| November-January | Textbooks on display in individual schools for review and evaluation by teachers, administrators and parents                                  |
| January          | Sub-committee and committee meet to identify textbooks for additional review based on the evaluations of teachers, administrators and parents |
| January          | Letters to selected publishers requesting a representative make a presentation to the committee   |
| February         | Committee hearings with invited publishers' representatives   |
| February         | Committee finalizes recommendations   |
| February         | Division-wide committee finalizes recommendations for school board consideration  |
| March            | School board receives recommendation  |

Editor's Note

See also school board policy #6-46.

Approved by Division Superintendent: May 12, 1992

**INSTRUCTION**

Textbooks (continued)

Revised by Division Superintendent: June 29, 1999